TMC
The Mentoring Connection

Navigating The Mentoring Connection
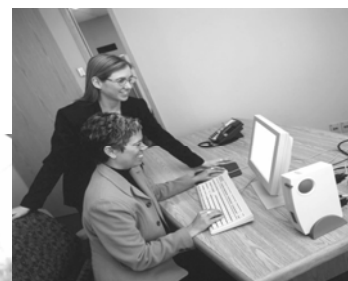
A Guide for the Protégés and Mentors

Signing up to The Mentoring Connection

What is The Mentoring Connection?

The Mentoring Connection (TMC) is an innovative web-based program designed to help manage the logistics of the mentoring program and partnerships. **TMC** offers participants an opportunity to:

♦ Apply to the mentoring program on-line.
♦ Keep track of upcoming mentoring activities and training events.
♦ Suggest potential mentoring matches and much, much more!

To join The Mentoring Connection …

To apply to the program, employees will need to complete a User Profile and an Application Form. To connect to **TMC**, please follow the instructions below:

Simply go to **http://www.mentoringconnection.com**

The first screen provides a brief introduction to **The Mentoring Connection** and offers you an opportunity to Sign-Up on line. Click on the **"Sign-Up Here"** button located under **"Member Login"** and enter your Group ID:

New member login:
Sign-Up Here.

Once you have entered a Group ID click **"Submit"** and complete your User Profile. Be sure to remember both your User ID and Password as you will use them to access the system in the future.

The next screen is the Application Notification. Click **"OK"** and respond to the questions to the best of your ability. Once you have completed the form, click **"I'm Done".**

The following pages have additional instructions and screen shots for navigating **The Mentoring Connection**.

How to Navigate The Mentoring Connection

Home

This page brings you to the Home page.

From the **"Home"** drop down, click **"Home"**.

How to Navigate The Mentoring Connection

Contact Us

The Contact Us page lists out all of the Program Coordinators, their email addresses and phone numbers.

Informal Client Important Contacts			
Company	**Email**		**Phone**
Consultant	**Kathy Wentworth Drahosz**		(703) 551-0734
Name/Email	**Role**	**Division**	**Phone**
Jennifer Cunningham	Project Coordinator	Unassigned	703-551-0734

* Click on name in Email Column to send an email.

From the **"Home"** drop down, click **"Contact Us"**.

How to Navigate The Mentoring Connection

Calendar

Program Coordinator uses the calendar to convey event information and deadlines to mentoring program participants. Upcoming events than appear on the scrolling display on the welcome page of all participants.

Calendar						
May 2006 add					**Calendar Navigation** May ▾ 2006 ▾ goto	
Sun	**Mon**	**Tue**	**Wed**	**Thu**	**Fri**	**Sat**
	1	2 -- Today -- Conference Call - TMC Demo	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

From the **"Home"** drop down, click **"Calendar"**.

To see detailed information about a specific question, click directly on the session and an informational screen will appear.

How to Navigate The Mentoring Connection

Library

The Library is a compilation of various resources that have been selected by the Program Coordinator and the Consultant to better assist the partnerships in their mentoring relationships and activities.

Document Library	
Newsletters	
Title	**Summary**
The Training Connection Newsletter *(428.088kb)*	This Newsletter contains information that we hope you will find useful in your mentoring partnerships.
Training Guides	
Title	**Summary**
Mentoring Stand-alone Guide *(1032.278kb)*	This guide provides participants with information for a successful mentoring partnership.

From the **"Home"** drop down, click **"Library"**.

How to Navigate The Mentoring Connection

Discussion Forum

This feature is a threaded discussion open to all participants in the mentoring program. Anyone can start a discussion or contribute to an on-going discussion.

From the **"Home"** drop down, click **"Discussion Forum"**.

How to Navigate The Mentoring Connection

Phone Book

The phone book feature provides quick and easy access to the telephone numbers and e-mail addresses of all participants in your program. This feature is accessible to all users and Program Coordinator.

The phone book also identifies Situational Mentors. Situational mentors are the right help at the right time and are usually available to help solve a quick problem, uncover a hidden talent or learn a new skill.

Phone Book

To view a subset of users, select a Location and/or Division and click the "Refresh" button.

Location: [All Locations ▾]   Division: [All Divisions ▾]

[Refresh]

Informal Client
Phone Book for: All Locations and All Divisions,

Name	User Type	Email	Phone
Abrille, Joe	Mentor	kdrahosz-ttc@home.com	707-562-8743
Ball, Lucille	Mentoree	jcunninghamTTC@comcast.net	703-551-0734
Cat, Tom	Mentoree	jcunninghamTTC@comcast.net	703-551-0734
Cregger, Anne	Mentor	kdrahosz-ttc@comcast.net	703-245-2453
Cunningham, Jennifer	Mentoree	jcunninghamTTC@comcast.net	703-551-0734
Cunningham, Jennifer	Client Admin	jcunninghamTTC@comcast.net	703-551-0734
Doe, John	Mentoree	doe@abc.com	123-333-3333
Hibbard, Ann	Mentoree	ahibbard@amciweb.com	703-245-2466
Maguire, Jerry	Mentor	kdrahosz-ttc@comcast.net	703-551-0734
Mertz, Ethel	Mentor	tmilliganttc@comcast.net	703-551-0734
Mouse, Jerry	Mentor	kdrahosz-ttc@comcast.net	703-551-0734
Sherman, Sherry	Mentoree	kdrahosz-ttc@comcast.net	703-551-0734

From the **"Home"** drop down, click **"Phone Book"**.

To view a subset of users, select a Location and/or Division and click the **"Refresh"** button.

To locate a situational mentor, look for mentors who have an **(S)** in parenthesis next to his/her name.

How to Navigate The Mentoring Connection

Pre-Work

On this page participants may view bios, edit both their profile and application, complete their DISC assessment and View their matching requests

Hello Lucille Ball!

Click here to **View Bios** of prospective Mentors

Mentoring Progress	
Forms	**Completed**
My Profile	3/20/2003
Application Form	5/2/2006
Pre Course DISC Assessment	
The Success Triangle (a 360° Evaluation)	0.00%

Click here to **View Matching Requests**

From the **"Pre-Work"** drop down, click **"Pre-Work"**.

How to Navigate The Mentoring Connection

User Profile

The user enters basic demographic data on this form. When completing this form, select a unique User ID and Password. Be sure to record this information, you will need it to access the system in the future. Check marks indicate required fields.

Initially, the website will take you to the User Profile immediately after submitting your Group ID.

Once you complete this form, click **"Submit."** You are now a member of **The Mentoring Connection (TMC)** and will login using the User ID and Password you just selected.

The next screen is the Application Notification. Click **"OK"** and the program will take you to the Application Form.

In the future, you may access this site from the **"Pre-Work"** drop down, click **"My Profile"**.

To edit the form, click the **"Edit"** button in the upper-right corner of the form.

How to Navigate The Mentoring Connection

Application Form

Mentors and mentorees apply to the program online by completing a short application form that includes a biographical sketch.

TMC collects this important data to assist participants in identifying & requesting a mentor.

When completing this form, be sure to save frequently. For security reasons, the program times out automatically after 45 minutes, and any information you have entered and have not saved will be lost.

Welcome	Profile	Feedback	Logout

Instructions

- It is recommended that you save your answers frequently, approximately every 15 minutes. You can save as many times as you like, and return at a later date to complete your answers.
- This Form may contain several open-ended questions. Consider typing your responses in a Word document and then copy and paste them into the appropriate section.
- When you have completed all your answers, and reviewed them, click the "I'm Done" button to mark your Form as complete.

Mentoree Application Form

Name
Division
Job Title   elopment Specialist
Grade
Phone No.   202-287-1685

[Save] [I'm Done] [Cancel]

1) Please check the competencies/skills that you are looking to enhance through mentoring:

☑ Communication	☐ Conflict Resolution
☐ Leadership	☐ Demonstrates and Promotes Teamwork
☐ Customer Focus	☐ Technical Knowledge
☐ Human Resource Management	☐ Time Management
☑ Problem Solver	☐ Adapts to Change
☑ Self Direction	☑ Organizational Savvy
☐ Diversity	

2) Describe your current job:

I am an economist in the Private Investment Branch of the USGAO. My work is focused on international transactions involving nonbanking concerns. My main responsibilities include the preparation and analysis of quarterly and annual estimates, as well as preparing reports on recent economic activity.

Initially, the website automatically directs you to this form upon completion of the User Profile.

Hereafter, you will access your application, form the **"Pre-Work"** drop down, click **"Pre-Work"**.

When you have completed the form, click **"I'm Done."** This will take you to a printer-friendly view of your application form.

To edit the form, click the **"Edit"** button in the upper-right corner of the form.

How to Navigate The Mentoring Connection

Pre Course DISC Assessment

(Optional)

The Pre Course DISC Assessment is a personalized report generated from the TTI Success Insights™ software. TTI Success Insights™ reports clarify individual work styles, how styles effect job performance, and how the mentor and mentoree can work together to build on strengths and overcome weaknesses.

Respondent Login | Start

Response Language: | English(US)

Please enter your response link below.

Start

U.S. Patent Pending | Copyright (c) 1999, 2001 - Target Training International, Ltd. - 2.3.1.40 - 1.0

From the **"Pre-Work"** page, click **"Pre Course DISC Assessment"**.

Enter the **Response Link** information that will be provided by the Consultant.

How to Navigate The Mentoring Connection

**THE SUCCESS TRIANGLE –
360°**

(Optional)

The Success Triangle is a multi-rater feedback system designed to identify skills and competencies in three key areas:

♦ Building relationships
♦ Expertise
♦ Navigating the Organization

Each "Success" Triangle set includes eight surveys. One survey is completed by the mentoree, one is completed by his or her immediate supervisor, and the remaining six surveys are completed by a combination of the participant's superiors, peers and direct reports.
TMC will administer the assessment as well as track and collect the results for processing.

The Success Triangle (a 360° Evaluation)		?

Your target group should consist of the following :
1) Self, 2) Immediate Supervisor, 3) Direct Reports (if any), and 4) Peers.
* a minimum of 6 between Direct Reports and Peers.

Name	Email	Status
Richard Kubic	test@des-inc.net	In Process
Donald Driver	Ddriver@des-inc.net	delete
		Add

status

From the **"Pre-Work"** page, click **"The Success Triangle (a 360 degree Evaluation)"**.

After entering the name and email address, click on the **"Add"** button to save that information.

When you are finished adding all of your raters you will want to click **"Status"**. This will take you to a screen that allows you to send the emails.

How to Navigate The Mentoring Connection

**Requesting a Mentor
Match (Mentorees only)**

A facilitated matching process offers interested employees an opportunity to work with a mentor who can best support their developmental needs.

To facilitate a suitable match, mentorees will review profiles from volunteer mentors. They will be encouraged to interview two to three potential mentors before making a final decision.

Once the mentor has been determined, the mentoree will send a request for match. If the mentor accepts the request, the match will be made in the system automatically.

From the "**Pre-Work**" page click "**View Bios**" of prospective mentors. Once a mentor has been narrowed down, enter "**Request Match**". Mentorees will also be able to send "**Reminder**" notices or "**Withdraw**" notices from the **"View Matching Requests"** page.

How to Navigate The Mentoring Connection

Receiving a Request to be matched (Mentors only)

Once the mentor has been determined, the mentoree will send the mentor a request for match. At this point the mentor will have the opportunity to accept or decline.

Below is an example of the message that will appear in the mentor's email in box:

Sherry Sherman requests that you enter a mentoring relationship.

Sherry Sherman comments:

I would like to learn more about how to navigate the organization and admire your political savvy skills.

If you would like to discuss this opportunity further, reply to this email, or call Sherry Sherman at 703-551-0734.

When you have decided to either accept or decline this mentoring opportunity, please follow these steps:

Simply go to **www.mentoringconnection.com**

Login as Already a member:
Type in your User ID and Password.
Go to the **"Prework"** page.
Click on the **"View Matching Requests"** link.
Find the open request from Sherry Sherman and then click either the **"Accept"** or **"Decline"** button.

How to Navigate The Mentoring Connection

**Accepting or Declining a
Match (Mentors only)**

A facilitated matching process
offers mentors an opportunity
to accept or decline the
requested match.   It is
recommended that mentors
commit to no more than 5
formal mentoring matches at
any give time.

Welcome	Profile	Help

Matching Requests

Return to Status

Open Requests

Mentoree	Date Requested	Reminders	Action	
Sherry Sherman	3/23/2003	No Reminders Sent.	Accept	Decline
Ann Hibbard	3/24/2003	No Reminders Sent.	Accept	Decline

Return to Status

From the **"Pre-Work"** page click on the **"View
Matching Requests"** link. Find the open request,
then click the **"Accept"** or **"Decline"** button.

How to Navigate The Mentoring Connection

Managing several mentors and mentorees

TMC gives participants an opportunity to manage several mentors and mentorees at a time. Each **"mentor/mentoree assignment"** has suggested planning tools to handle the logistics of the mentoring relationship:

1. Mentoring Agreement

2. Mentoring Action Plan

3. Close Out Evaluation

The Mentoring Agreement and Action Plans are prepared and updated by the mentoree. The mentor can only **"View"** these documents through **TMC**.

Welcome to The Mentoring Connection			
Hello Thelma Jones!			
Mentor Assignment(s)			
Mentor:	**Louise Smith**	Job Title:	Supervisory Economist
Phone Number:	202-307-0167	Series/Grade:	GS-15
Application:	view		
Forms			**Completed on**
Mentoring Agreement			2/7/2006
Mentoring Action Plan			Saved
Mid-Point Evaluation			Started
End of Program Evaluation			Started
Situational Mentors			Click here

From the **"Mentoring Tools"** page "**Select a Mentor/Mentoree to be displayed"** and the action to be viewed or taken.

Mentorees note: To close down a mentoring match, click **"Close".**

How to Navigate The Mentoring Connection

Mentoring Agreement

The Mentoring Agreement and is prepared and updated by the mentoree, but the mentor may **"View"** it at any time.

Its purpose is to define the guidelines of the partnership, establishing goals of the relationship, and outlining mutual expectations of timing and confidentiality.

Mentorees:
From the **"Mentoring Tools"** page, select a mentor to be displayed, click on **"Mentoring Agreement"**.

Mentors:
From the **"Mentoring Tools"** page, select a mentor to be displayed, select the "**View"** button that shows up under Agreement.

How to Navigate The Mentoring Connection

Mentoring Action Plan

The Mentoring Action Plan (MAP) is the mentorees' personal roadmap for progress in achieving their goals. Mentorees create and edit their own MAPs.

The mentors have viewing capability for their mentorees' MAP. This tool helps mentorees identify developmental activities that address their particular needs and goals. It also helps them track their progress.

Mentorees:
From the **"Mentoring Tools"** page, select a mentor to be displayed, click on **"Mentoring Action Plan"**.

Mentors:
From the **"Mentoring Tools"** page, select a mentoree to be displayed, select the "**View"** button that shows up under Plan.

How to Navigate The Mentoring Connection

Evaluation

The evaluation gathers important data for assessing the success of the mentoring partnership. It provides mentors and mentorees an opportunity to reflect on their mentoring experience, uncover issues and recommend improvements or adjustments to the program design and mentoring training.

Note: The results of this evaluation are accessible only by the program coordinators.

Welcome	Profile	Feedback	Logout

Instructions
- It is recommended that you save your answers frequently, approximately every 15 minutes. You can save as many times as you like, and return at a later date to complete your answers.
- This Form may contain several open-ended questions. Consider typing your responses in a Word document and then copy and paste them into the appropriate section.
- When you have completed all your answers, and reviewed them, click the "I'm Done" button to mark your Form as complete.

Mid-Point Evaluation

Name	Thelma Jones	Name	Louise Smith
Division	Finance	Division	Finance
Job Title	Employee Development Specialist	Job Title	Supervisory Economist
Grade	GS-11	Grade	GS-15
Phone No.	202-287-1685	Phone No.	202-307-0167

[Save] [I'm Done] [Cancel]

1) How effective is the mentoring program in helping the mentoree take initiative and become self-directed.
- ⦿ Very Effective
- ○ Effective
- ○ Neutral
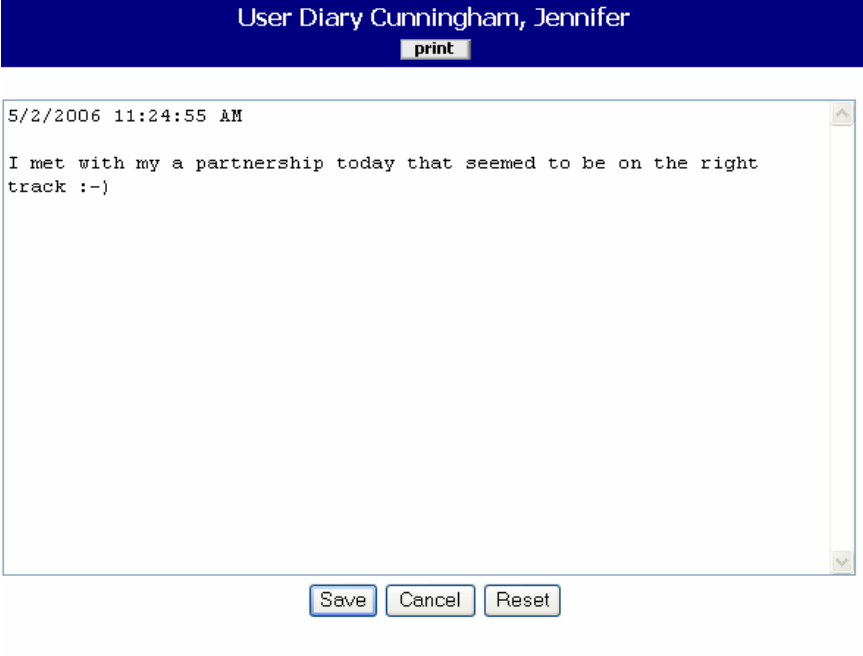- ○ Ineffective
- ○ Very Ineffective
- ○ Don't Know

From the **"Mentoring Tools"** page, click either the **"Mid-Point Evaluation**" or the **"End of Program Evaluation"**.

How to Navigate The Mentoring Connection

Journal

The Journal feature is a log for notes specific to the mentoring program. Mentors and mentorees can record personal thoughts, observations, questions, agendas for meetings, insights gained from mentoring meetings or developmental activities, etc.

User Diary Cunningham, Jennifer

print

5/2/2006 11:24:55 AM

I met with my a partnership today that seemed to be on the right track :-)

Save Cancel Reset

From the **"Mentoring Tools"** drop down, click **"Journal"**.

Be sure to click **"save"** when you are finished.

To print, simply click **"print"** at the top of the page.

How to Navigate The Mentoring Connection

Feedback

The Feedback function allows the Program Participants to send feedback via email to **TMC**.

Click directly on **"Feedback"**.

How to Navigate The Mentoring Connection

Logout

This function will log you out of The Mentoring Connection, brining you back to the home page.

Click directly on **"Logout"**.